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Approved For Release 2003/05/10 : CIA-RDP78-04782A000100040030-4

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24 FEB 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Proposed Establishment of a Barber Shop

REFERENCE: Memorandum to the Director of Logistics from the Deputy Director for Support, same subject as above, dated 24 January 1964 (DD/S 64-0436)

1. This memorandum is for information only.
2. In accordance with the referenced memorandum, the following findings are presented regarding methods to establish a barber shop in the CIA Headquarters Building.
3. Room CD-69 in the Headquarters Building presently contains all the plumbing, power and room enclosure "rough in" preparations required for installation of a three-position barber shop. This room is within the interior of the building and consequently is not choice office space. It is located near the Director's elevator and is approximately 150 feet from toilet facilities at the intersection of "C" and "D" corridors. The room consists of 430 square feet of floor space which is ample for a three-chair shop with waiting accommodations for customers.
4. If a barber shop is wanted, a memorandum should be submitted to the General Services Administration (GSA) requesting that arrangements be made with Government Services, Incorporated (GSI) to establish such a shop. GSI would be required to: (1) furnish and install all equipment and furnishings and act as the general concessionaire, (2) issue the necessary proposal to conform with applicable GSA regulation, and (3) hire personnel subject to approval of the CIA Security and Medical Offices. This arrangement would permit easier personnel shifts if and when required for security or other reasons. If the barber concessionaire owned the equipment and furnishings, a "refit" would be required with a change in barber personnel.
5. A minimum cost to the Agency would accrue from installation and rental of a telephone for official Agency employee use, and repainting the room after installation of barbering equipment.

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DOC	16	REV DATE	24-2-82	BY	
ORIG COMP		OPI	35	TYPE	01
ORIG CLASS	5	PAGES	2	APPROVED FOR RELEASE	2003/05/10
JUST	22	NEXT REV	2012	AUTN	NR 10-2

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GSA (PBS) would be expected to advise and assist GSI personnel in making plumbing and electrical connections to equipment. Normal building requirements for air conditioning, lights, electrical power for equipment, and hot and cold water would be furnished by PBS without reimbursement. GSI would be expected to furnish janitorial service. Periodic waxing of the floor would be accomplished by PBS personnel and equipment in the building at the expense of GSI. Any repairs or improvements would also be at GSI expense; such repairs or improvements would be subject to approval of CIA and PBS.

6. The Agency's requirement for time for security investigation and clearance of proposed barber personnel would be approximately 90 days. Full clearances would be required, including field investigations and technical evaluation, since the barber shop is located within the confines of the building unlike the GSI cafeteria kitchen or GSA shop areas. Time for clearance of barber shop personnel depends upon the individuals concerned; 90 days is the average time required by Security.

7. Medical requirements by the Medical Staff would consist of an examination for communicable diseases only. GSA (PBS) would be expected to enforce its existing regulations and specifications applicable to light, heat, ventilation, space, etc. for an activity of this kind. Barber's licenses would, of course, be a further requirement.

8. It is believed that three barbers would be an adequate number at the beginning (one for each chair). Consideration could be given later to hiring a fourth barber for special services to customers and filling in during absences of other barbers. By examination of customer statistics furnished by Navy, Pentagon and State, it was determined that three barbers should be able to give haircuts to

9. In view of the limited number of personnel which a three-chair shop could handle, it might be desirable to reduce customer potential by setting prices comparable to those of the State Department (\$2.00 per haircut). The higher price should enable GSI to hire better qualified barber personnel who probably would give better service and provide better upkeep of equipment and facilities.

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10. An alternate method for limiting the number of customers would be to set a minimum GS grade to receive barber service. Assuming that 25 percent of Headquarters male personnel were to utilize this barber shop during a two-week period on a 20-minute basis, GS-10's through GS-18's could be accommodated. On a 15-minute basis, GS-07's through GS-18's could be accommodated.

11. A third method of limiting customers would be to arrange for haircuts by appointment only without regard to grade.

12. It is felt that pricing arrangements should be left to the discretion of GSI, who will no doubt consider that profit potential is greater in a Government building where light, heat, air conditioning and rent-free space is furnished.

13. The hours of operation of the shop might be from 0800 to 1730 Monday through Friday. The three barbers could stagger their eight-hour shifts to conform with Agency hours or work the full nine hours if desired. Saturday hours similar to State Department's 0900 to 1300 operation could be considered after the shop is in operation.

14. Space could be made available in the barber shop for a shoe-shine boy and/or manicurist if desired. These people could also be used by the barbers for cleaning, answering the telephone, making appointments, running errands and other miscellaneous tasks as necessary.

15. A tabulation of comparative results of the Logistics Services Division's surveys and interviews regarding Navy, Pentagon and State Department barber shops is attached for your review. Also attached is a copy of the Pentagon's "Solicitation of Offers" dated 18 June 1954 and a tabulation of estimated male personnel in the Headquarters Building by grade. Necessary engineering drawings and an architect's sketch of the Room GD-69 area will be prepared as soon as a determination is made, in coordination with GSA and GSI, as to kinds and quantities of equipment and furniture to be installed.

JAMES A. GARRISON
Director of Logistics

Attachments:

- A - Report of Findings
- B - Agency Male Personnel at Langley
- C - Form - "Solicitation of Offers"

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